

OFFICE OF THE GOVERNOR
ADMINISTRATION
NC COMMISSION ON VOLUNTEERISM AND COMMUNITY SERVICE

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Office of the Governor and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Office of the Governor agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

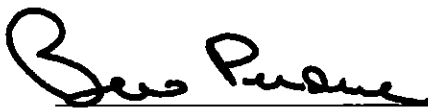
APPROVAL RECOMMENDED



Amy Blinson, Chief Records Officer
Office of the Governor


Faye Stone, Acting Director
NC Commission on Volunteerism and Community Services


Sarah E. Koonts, Director
Division of Archives and History

APPROVED


Beverly Eaves Perdue
Governor


Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 48942. VOLUNTEER FILE. Records in paper and electronic formats, including e-mail, concerning volunteer and community service programs, governor's awards, and other related projects.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, after 4 years or no later than at the end of the Governor's administration to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

ITEM 34911. PAGES FILE. Records in paper and electronic formats, including e-mail, concerning students interested in the Governor's Page Program. File includes transcripts, correspondence, lists of participants, and other related records. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records, and 20 USCA 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer paper copies of lists of participants after 1 year but no later than at the end of the Governor's administration to the State Records Center for immediate transfer to the custody of the Archives. Destroy in office remaining records in paper and electronic records after 1 year.

ITEM 34912. PAGES (PHOTOGRAPHS AND NEGATIVES) FILE. Reference photographs and negatives of individuals who served as Governor's Pages.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends but no later than at the end of the Governor's administration.

ITEM 45664. EMERGENCY MANAGEMENT FILE. Records in paper and electronic formats, including e-mail, concerning offers of assistance and money received in response to hurricanes and other natural or man-made disasters. File includes pledges, reference copies of donation forms, and other related records. (Comply with applicable provisions of G.S. 53 and 12 U.S.C. 3404 regarding confidentiality of personal financial information.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records, 2 years after emergency management response ends.

ITEM 47411. EXECUTIVE DIRECTOR'S CORRESPONDENCE FILE. Correspondence in paper and electronic formats, including e-mail, to and from the Executive Director concerning individual initiatives, grants, the formulation of policy, and the administration of the Commission.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center after federal audit has been completed, if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, retain in office until completion of action and resolution of issues. Transfer electronic records and e-mail immediately to the custody of the Archives. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

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ITEM 47412. GRANT AWARD/EXTENSION CORRESPONDENCE FILE. Correspondence from federal funding organizations awarding and extending grants.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after federal audit has been completed, if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, retain in office until completion of action and resolution of issues. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 47413. AUDIT RESOLUTION CORRESPONDENCE FILE. Correspondence in paper and electronic formats, including e-mail, from federal funding organizations confirming completion and resolution of federal audits.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 47414. GRANT APPLICATIONS (NOT FUNDED) FILE. Records in paper and electronic formats, including e-mail, concerning applications submitted for funding consideration but not recommended for funding. File includes grant applications, proposed budget, peer review information, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records, when federal audit has been completed, if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47415. FUNDED PROGRAMS FILE. Records in paper and electronic records, including e-mail, concerning programs currently funded through the agency. File includes grant applications, correspondence, memorandums, publicity materials, program evaluations, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer remaining paper and electronic records, to the State Records Center after federal audit has been completed, if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, retain in office until completion of action and resolution of issues. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

ITEM 47416. REPORTS FILE. Electronic and paper programmatic/financial reports including e-mail, to the Corporation for National and Community Service concerning activities of the Commission.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer remaining paper and electronic records, to the State Records Center after federal audit has been completed, if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, retain in office until completion of action and resolution of issues. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

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ITEM 47417. AMERICORPS MEMBER FILE. Enrollment and exit forms in paper and electronic formats, including e-mail. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after federal audit has been completed, if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, destroy in office after completion of action and resolution of issues.

ITEM 47418. PROGRAM MANAGEMENT COMMITTEE FILE. Records in paper and electronic formats, including e-mail, used to make recommendations to Commission regarding AmeriCorps applications.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after federal audit has been completed, if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, destroy in office after completion of action and resolution of issues.

ITEM 47419. TRAINING PLAN FILE. Records in paper and electronic formats, including e-mail, concerning training plans for programs that have received grant funding.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after federal audit has been completed, if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, destroy in office after completion of action and resolution of issues.

ITEM 47420. TRAINING SCHEDULE FILE. Records in paper and electronic formats including e-mail, concerning training provided by the agency. File includes publicity materials, schedules, handouts, agendas, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after federal audit has been completed, if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, destroy in office after completion of action and resolution of issues.